

MONROE COUNTY

JOB DESCRIPTION

Position Title: ELECTRICAL INSPECTOR

Date: 9/1/06

Position Level: 10

FLSA Status: NONEXEMPT

Class Code: 10-

GENERAL DESCRIPTION

Primary function is to perform electrical plan review for permitting to ensure compliance with all applicable codes; and perform electrical inspections in the field in keeping with Monroe County's mission, vision and values.

KEY RESPONSIBILITIES

1. *Perform plan review for compliance to all current electrical codes.
2. *Perform all electrical field inspections for compliance to all applicable codes and permits.
3. *Research equipment for compliance in related fields (electrical) and certifications from testing agencies.
4. *Assist staff and community with code and compliance information.
5. *Input inspections and results in computer.
6. *Perform floodplain inspections as required.
7. *Issue "stop work" orders for non-conformance or life-safety issues.
8. *Investigate complaints and coordinate with Code Enforcement.
9. *Input permit fees and plan review notes on computer.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ELECTRICAL INSPECTOR	Class Code: 10	Position Level: 10
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School.
<i>Experience:</i>	5-7 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the assigned department and the community.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work required occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	None. May be required to be on call during or after natural disasters.
<i>Other:</i>	Must possess a Standard Electrical Inspector License issued by the State of Florida for Commercial and Residential Inspections as well as Standard Electrical Plan Examiner Licenses; or an Electrical Contractor's License with the ability to obtain the Provisional Electrical Inspector License and Provisional Electrical Plan Examiner Licenses within 90 days of date of employment and Standard Licenses within one year of employment.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____

_____	_____	_____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____
_____	_____	_____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____	Signature: _____	Date: _____
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